How to Input

Special Payment Instruction

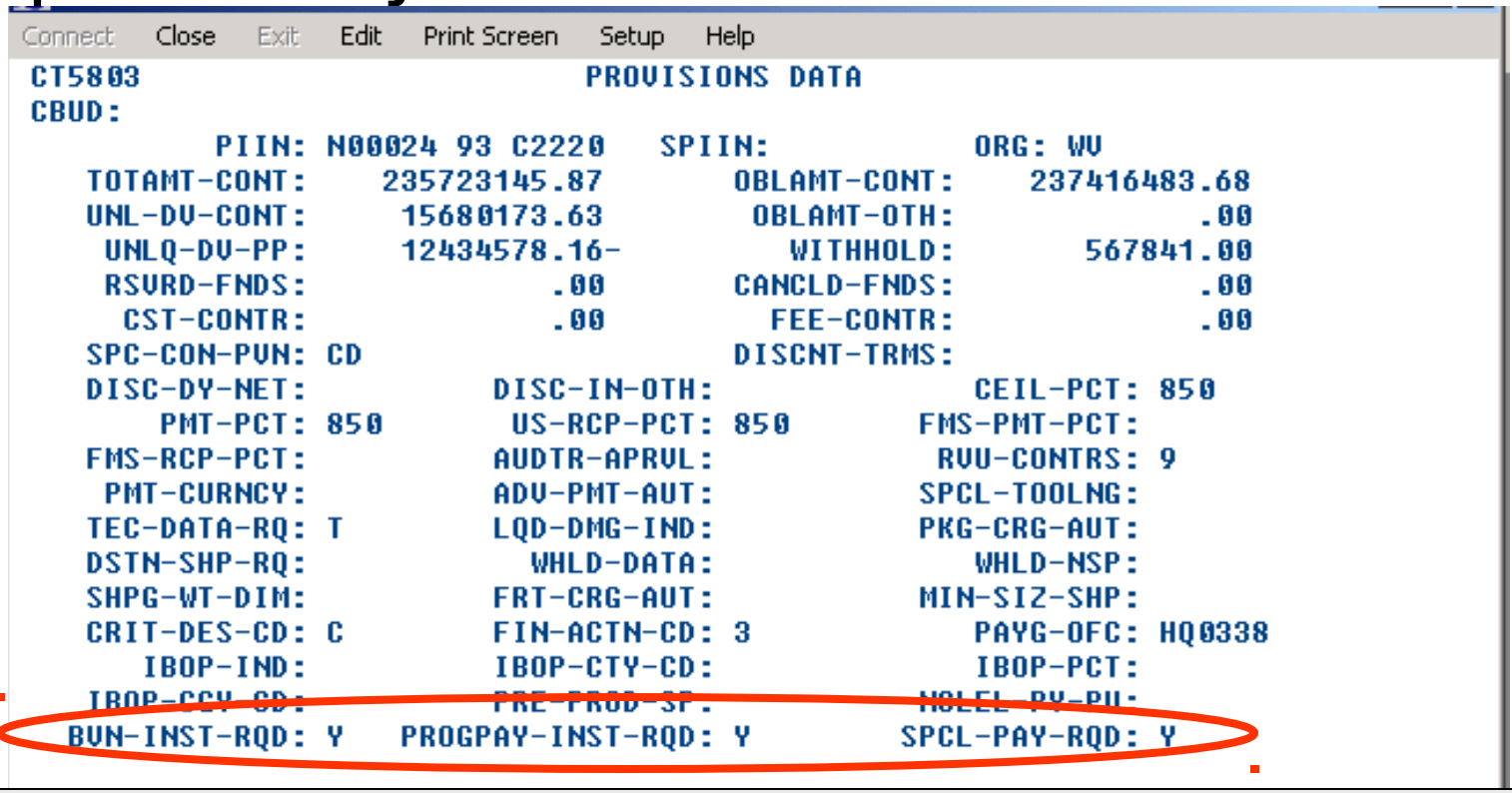
Indicators in MOCAS

Felisha Hitt, DCMA-OCB, March 2002

Special Payment Instructions – General Information

- DFAS is responsible for inputting special payment instructions as part of the **new contract** receipt and review process.
- DCMA is responsible for reviewing prime **contracts and modifications** to determine if special payment instructions exist.
- If the PCO has included special payment instructions in Section G, the ACO should verify that they have been entered into MOCAS.
- If DCMA finds that special payment instructions are listed in Section G, but have not been input into MOCAS, or have been input incorrectly, the CMO team should ensure that corrections are made.
- A DCMA Trusted Agent can enter or correct the data – or refer

Special Payment Instructions Indicator



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Connect   Close   Exit   Edit   Print Screen   Setup   Help
CT5803                          PROVISIONS DATA
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      CST-CONTR:              .00        FEE-CONTR:             .00
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    FMS-RCP-PCT:          AUDTR-APRVL:            RVU-CONTRS: 9
     PMT-CURNCY:          ADV-PMT-AUT:           SPCL-TOOLNG:
    TEC-DATA-RQ: T        LQD-DMG-IND:           PKG-CRG-AUT:
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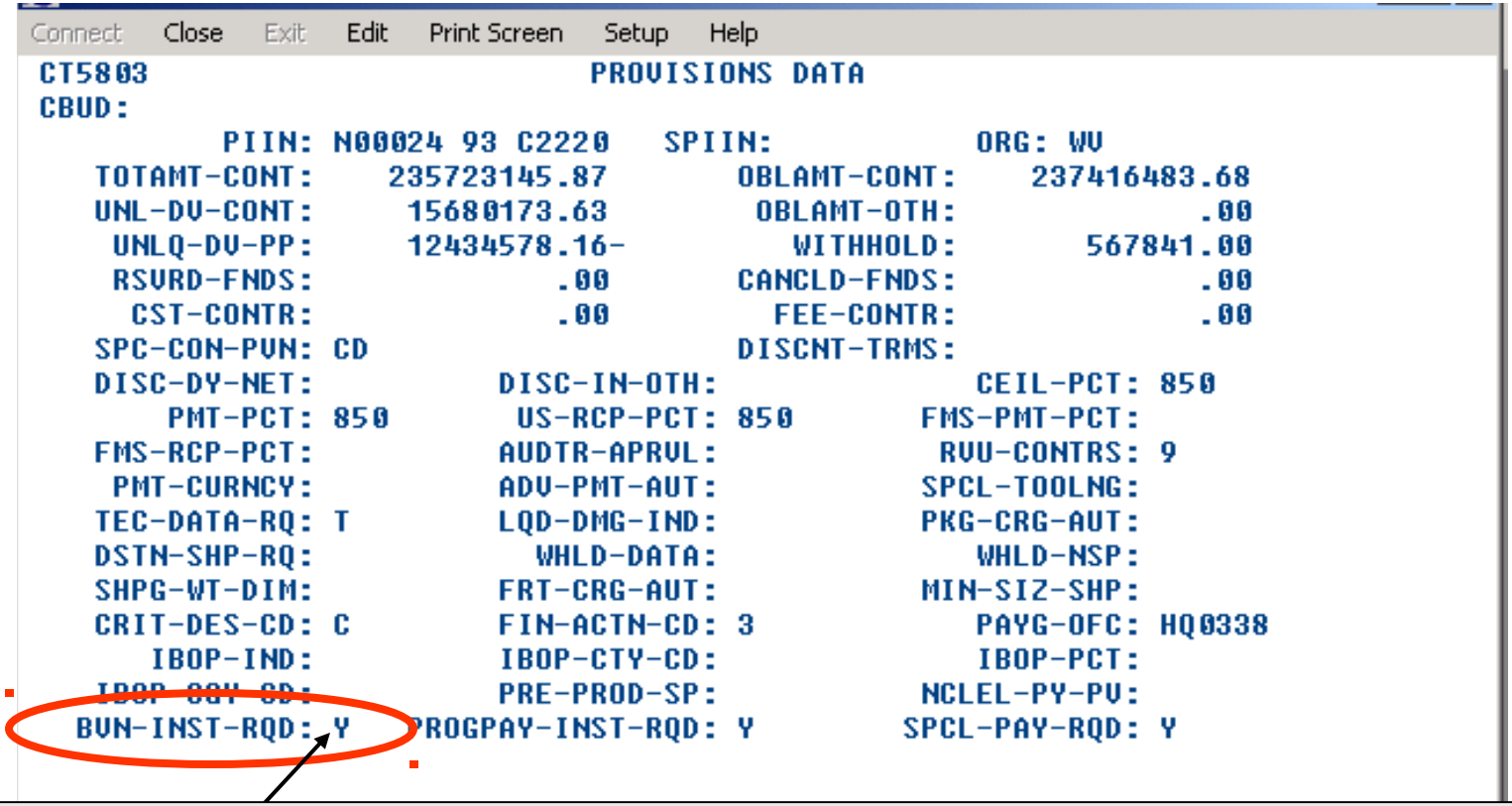
    SHPG-WT-DIM:          FRT-CRG-AUT:           MIN-SIZ-SHP:
    CRIT-DES-CD: C        FIN-ACTN-CD: 3            PAYG-OFC: HQ0338
       IBOP-IND:          IBOP-CTY-CD:              IBOP-PCT:
    IBOP-CCY-CD:          PRE-PROD-SP:           MSLEL-PY-PU:
  BVN-INST-RQD: Y   PROGPAY-INST-RQD: Y       SPCL-PAY-RQD: Y
```

- There are three different types of Special Payment Instruction Indicator fields.
  - BVN-INST-RQD: A “Y” in this field indicates that special payment instructions exist for Bureau Voucher Number (BVN) type payment requests (public vouchers).
  - PROGPAY-INST-RQD: A “Y” in this field indicates that special payment instructions exist for Progress Payment requests. (Also known as Distribution Instructions)
  - SPCL-PAY-RQD: A “Y” in this field indicates that a specific contract line item has special payment instructions.
- If any of these fields contains an “N”, then those types of payments will be

Special Payment Instructions Indicator - BVNs



- A "Y" in this field will cause all subsequent Bureau Voucher Number (BVN) requests to be paid manually and cause the Provision Level Special Payment Instructions Notebook to appear.
- Automatic payment of all subsequent payments for this type of payment (BVNs) will cease. Payment will reject for manual processing as per contract special requirements.
- Inputting special pay instructions for BVNs will not affect the automatic payment (API) of Progress Payments on the same contract.

Special Payment Instructions Indicator – Prog Pay

Connect Close Exit Edit Print Screen Setup Help

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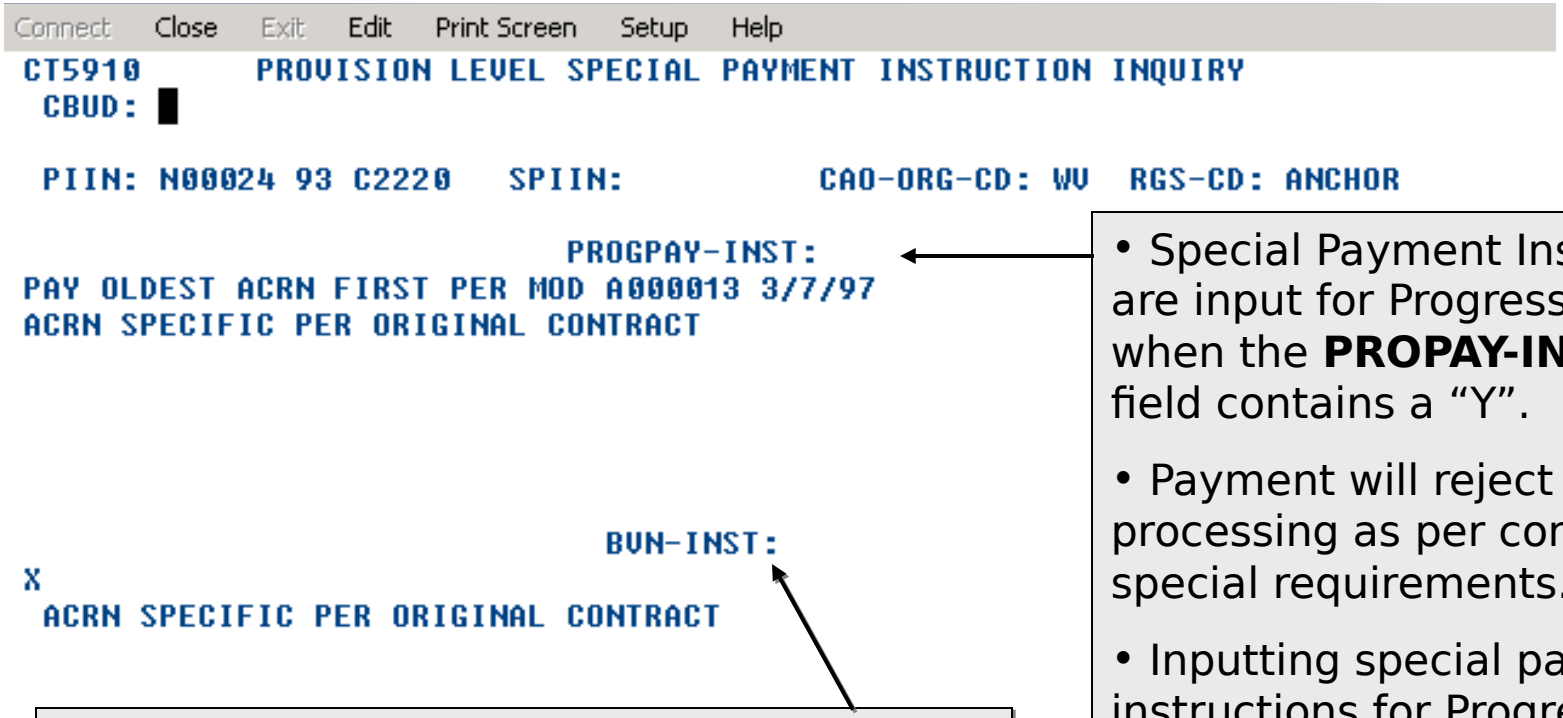
   UNL-DV-CONT:     15680173.63       OBLAMT-OTH:             .00
    UNLQ-DV-PP:     12434578.16-        WITHHOLD:       567841.00
    RSVRD-FNDS:              .00     CANCLD-FNDS:             .00
     CST-CONTR:              .00       FEE-CONTR:             .00
   SPC-CON-PVN: CD                   DISCNT-TRMS:
   DISC-DY-NET:          DISC-IN-OTH:              CEIL-PCT: 850
       PMT-PCT: 850       US-RCP-PCT: 850      FMS-PMT-PCT:
   FMS-RCP-PCT:          AUDTR-APRVL:          RVU-CONTRS: 9
    PMT-CURNCY:          ADV-PMT-AUT:         SPCL-TOOLNG:
   TEC-DATA-RQ: T        LQD-DMG-IND:         PKG-CRG-AUT:
   DSTN-SHP-RQ:            WHLD-DATA:            WHLD-NSP:
   SHPG-WT-DIM:          FRT-CRG-AUT:         MIN-SIZ-SHP:
   CRIT-DES-CD: C        FIN-ACTN-CD: 3          PAYG-OFC: HQ0338
      IBOP-IND:          IBOP-CTY-CD:            IBOP-PCT:
   IBOP-CGY-CD:          PRE-PROD-SR:         NCLEL-PY-PV:
  BVN-INST-RQD: Y   PROGPAY-INST-RQD: Y      SPCL-PAY-RQD: Y
```

DCMAD 1 Chapter 9.3, Progress Payments, Para 4.6.9.2

Progress Payment Distribution Instructions (Special Payment Instructions) are required for Fixed Price, but not Firm Fixed Price, contracts awarded after August 31, 1998 that are funded by more than one appropriation.

- A **"Y"** in this field will cause all subsequent Progress Payment requests to be paid manually and cause the Provision Level Special Payment Instructions Notebook to appear.
- Automatic payment of all subsequent payments for this type of payment (Prog Pays) will cease. Payment will reject for manual processing as per contract special requirements.
- Inputting special pay instructions for Progress Payments will not affect the automatic payment (API) of BVNs on the same contract.

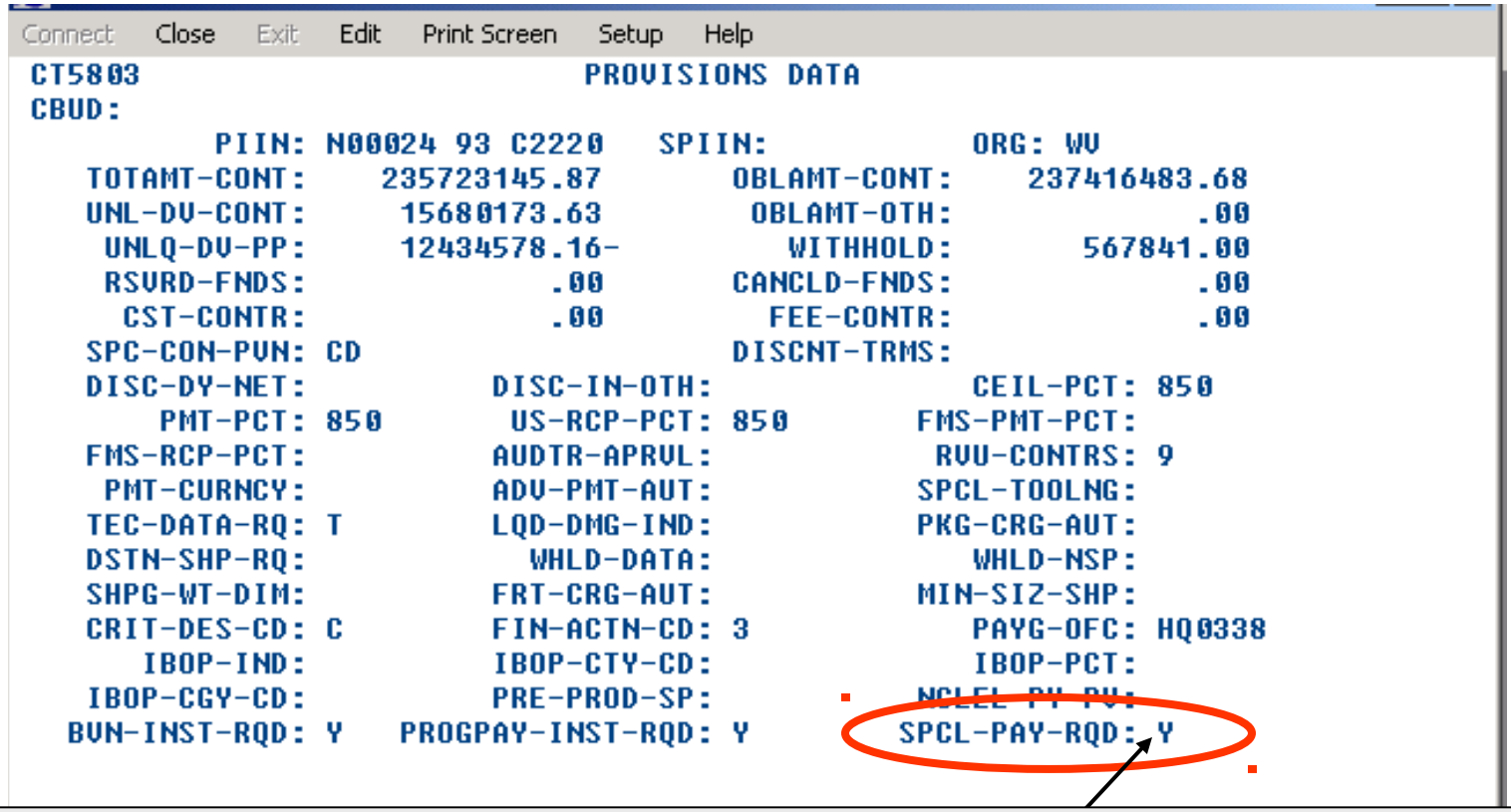
Provision Level Special Payment Instructions



- Special Payment Instructions are input for Progress Payments when the **PROPAY-INST-RQD** field contains a "Y".
- Payment will reject for manual processing as per contract special requirements.
- Inputting special pay instructions for Progress Payments will not affect the automatic payment of BVNs. In other words, Progress Payments would reject for manual processing and BVNs would continue to be paid API.

- Special Payment Instructions are input for BVNs when the **BVN-INST-RQD** field contains a "Y".
- Payment will reject for manual processing as per contract special requirements.
- Inputting special pay instructions for BVNs will not affect the automatic payment of Progress Payments. In other words, BVNs would reject for manual processing and Progress Payments would continue to

Special Payment Instructions Indicator – CLIN



Connect Close Exit Edit Print Screen Setup Help

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CT5803                          PROVISIONS DATA
CBUD:
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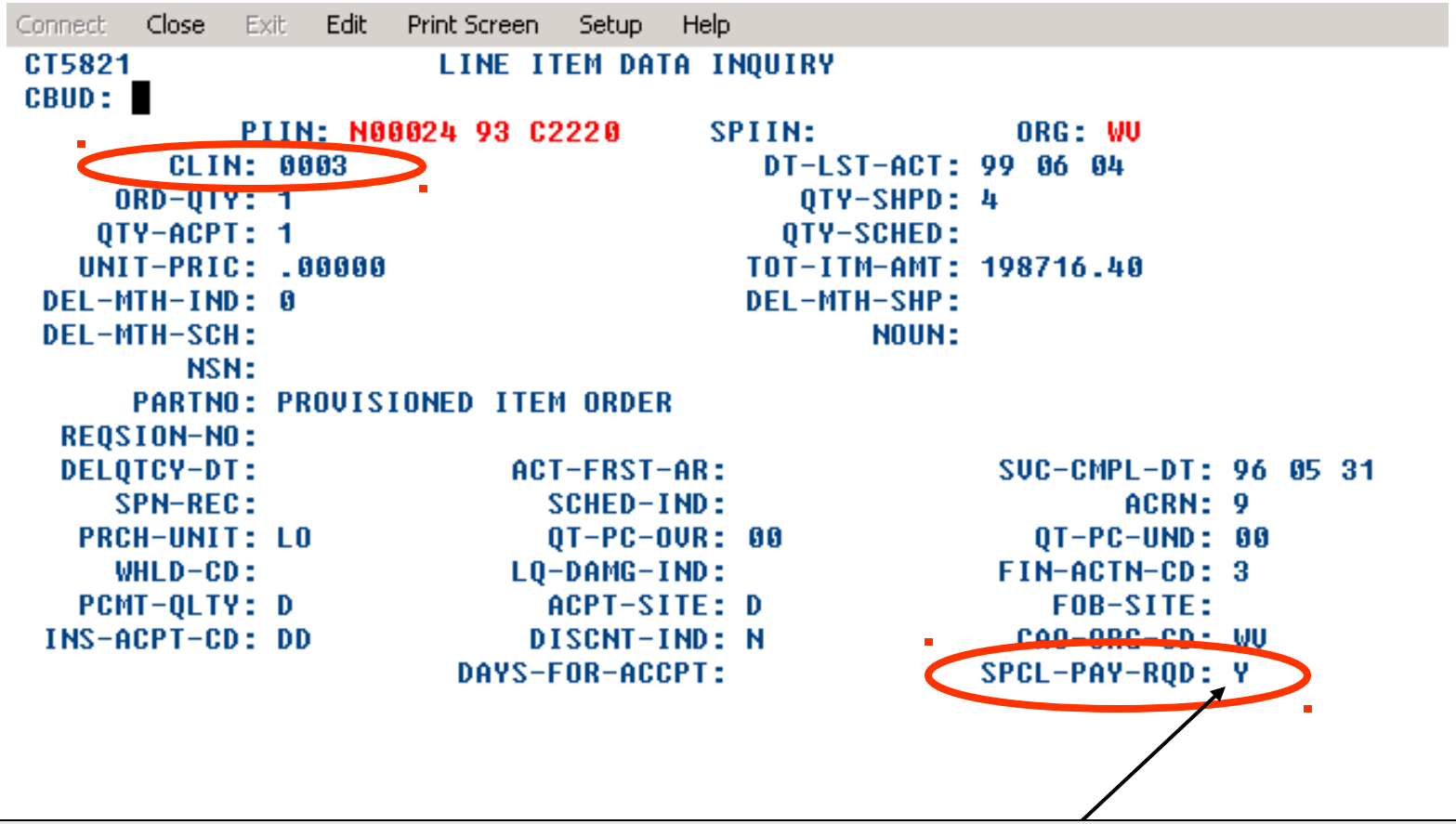
   UNL-DV-CONT:     15680173.63        OBLAMT-OTH:             .00
    UNLQ-DV-PP:     12434578.16-         WITHHOLD:       567841.00
    RSVRD-FNDS:              .00       CANCLD-FNDS:             .00
     CST-CONTR:              .00         FEE-CONTR:             .00
   SPC-CON-PVN: CD                     DISCNT-TRMS:
   DISC-DY-NET:          DISC-IN-OTH:              CEIL-PCT: 850
       PMT-PCT: 850       US-RCP-PCT: 850       FMS-PMT-PCT:
   FMS-RCP-PCT:          AUDTR-APRVL:           RVU-CONTRS: 9
    PMT-CURNCY:          ADV-PMT-AUT:          SPCL-TOOLNG:
   TEC-DATA-RQ: T        LQD-DMG-IND:          PKG-CRG-AUT:
   DSTN-SHP-RQ:            WHLD-DATA:             WHLD-NSP:
   SHPG-WT-DIM:          FRT-CRG-AUT:          MIN-SIZ-SHP:
   CRIT-DES-CD: C        FIN-ACTN-CD: 3           PAYG-OFC: HQ0338
      IBOP-IND:          IBOP-CTY-CD:             IBOP-PCT:
   IBOP-CGY-CD:          PRE-PROD-SP:          NCLEL PY PV:
  BVN-INST-RQD: Y   PROGPAY-INST-RQD: Y       SPCL-PAY-RQD: Y
```

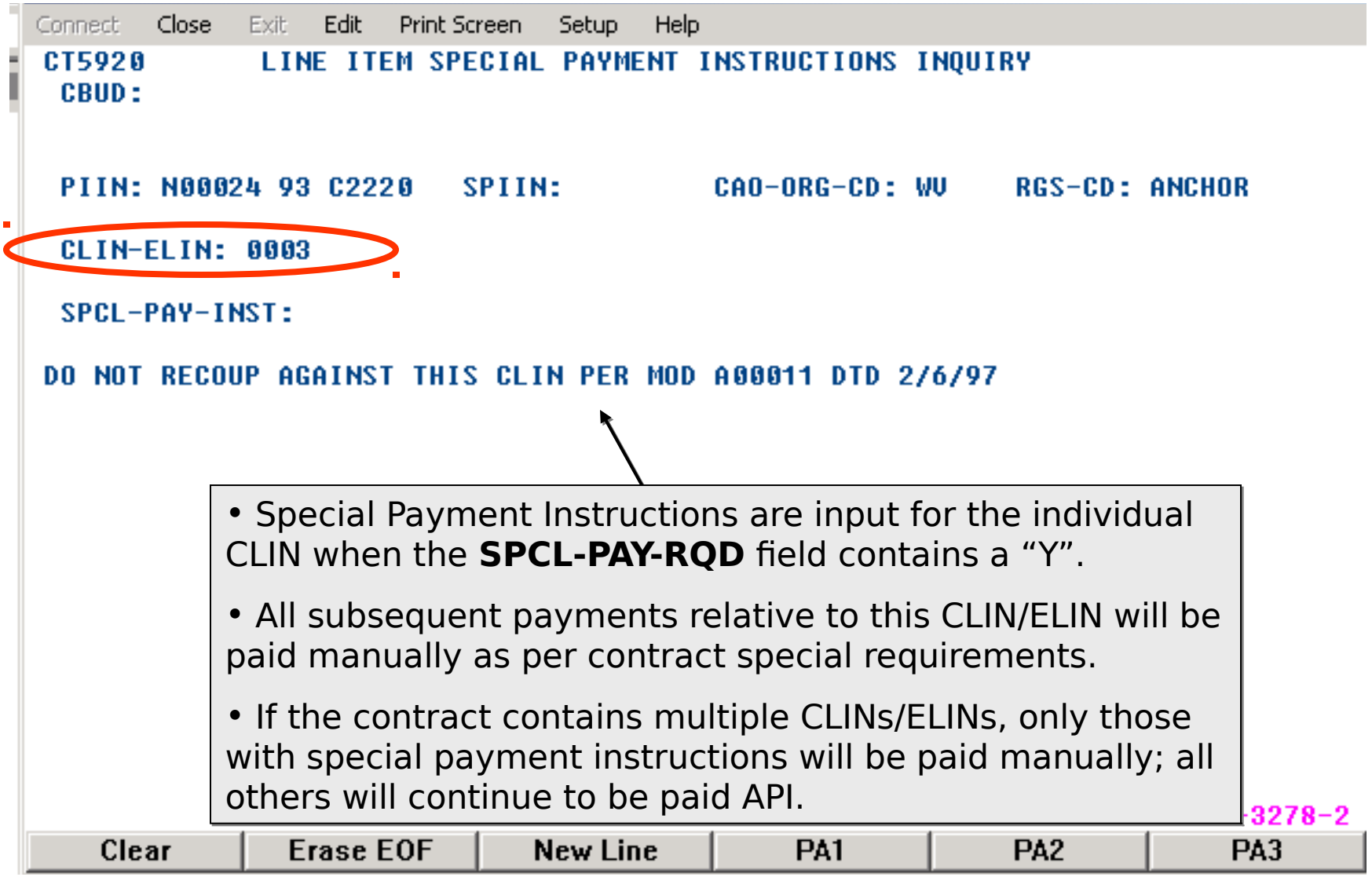
- A **"Y"** in this field indicates that special payment instructions exist for specific contract line items.
- Special Payment Instructions are recorded on the Line Item Special Payment Instruction screen.
- If this field contains an **"N"**, then special payment instructions do not exist at the CLIN level.

Special Payment Instructions Indicator – CLIN



- A **"Y"** in this field indicates that special payment instructions exist for a specific contract line item.
- Special Payment Instructions are recorded on the Line Item Special Payment Instruction screen.
- If this field contains an **"N"**, then special payment instructions do not exist at the CLIN level.

Line Item Special Payment Instructions



- Special Payment Instructions are input for the individual CLIN when the **SPCL-PAY-RQD** field contains a “Y”.
- All subsequent payments relative to this CLIN/ELIN will be paid manually as per contract special requirements.
- If the contract contains multiple CLINs/ELINs, only those with special payment instructions will be paid manually; all others will continue to be paid API.